

Volunteer PIV Scheduling Instructions

1. Go to <https://va-piv.com>
2. Click "Create Account"
3. Fill in the required information. Please be sure to remember your password as you will need it later.
 - a. Your Organization is: VHA
 - b. Your Applicant Type: Affiliate (non-employee, non-contractor)
4. Click "Create Account"
5. Use your email address and password to sign in
6. Click "Make Appointment"
7. Under "Location" click the drop down menu and choose: **GA – 30904 – Charlie Norwood VAMC** and click "Continue"
8. For "Activity" choose: PIV Badge – Flash Badge
9. A calendar will pop up, choose one of the highlighted dates (you may use the >> button to navigate between months).
10. Open appointment times will appear, click on the one you choose.
11. Under "Summary of Selections" click "Continue"
12. If everything is correct on the "New Appointment Details to Review" page, click "Confirm Appointment" and a confirmation email will be sent to you. If everything is not correct, click "Cancel Appointment" and you will be sent back to the beginning.

Note: The address given on the site for HR is currently incorrect. Please report to the Downtown Division at:

950 Fifteenth Street
Augusta, GA 30904

The PIV office is on the 7th Floor. When you get off of the elevator, follow signs for "New Employee Orientation", "PIV", or "Fingerprinting." Sign in at the end of the hall and someone will be with you soon. If you have any problems please call Ext. 6346 or 706-731-7208 and let us know.